



JAMES K. HAHN
MAYOR

Date: JUN 20 2003

To: All City of Los Angeles WIA Funded Service Providers

From: Robert Saliz, Assistant General Manager
Community Development Department

Subject: **WIA DIRECTIVE NO. 03-45**
PY 02-03 FINAL WIA DATA RECONCILIATION

The purpose of this directive is to provide all WIA service providers with instructions in order to reconcile PY 2002-2003 participant data for the period of July 1, 2002 to June 30, 2003. This is your final opportunity to reconcile data that will be used to evaluate your agency's performance. As part of this process, MIS is attaching a PY 02-03 JTA Participant Roster dated July 1, 2002 through June 19, 2003.

1. Identification of Data Corrections – Due July 11, 2003

Please review your participant roster and confirm accuracy of data. Make all corrections directly on the roster **in red ink**. Participants not found on the roster should be listed on the Additional Names sheet included in this package.

2. ISIS Data Entry – Due July 14, 2003

All WIA funded service providers are required to input participant data into ISIS. All revisions and additions on the participant roster must be entered into ISIS by July 14, 2003. If data is already in ISIS, carefully review it for accuracy.

3. Summary of Carryovers and Exits (Adult & Dislocated Worker Programs Only) – Due July 18, 2003

As part of this reconciliation process, your program monitors will be sending you a matrix listing of your active clients electronically. You will need to identify your carryovers and exiters on the matrix and provide reason(s) for

the carryover or exit. A directive will also be sent to provide detailed instructions on how to complete the matrix. Per the directive, you will be required to submit the completed matrix electronically to both Jack Lau at jlau@cdd.lacity.org and Stella Larracas at slarraca@cdd.lacity.org by July 18, 2003.

The formal response to this reconciliation process is due on Friday, July 11, 2003.
This should include the following:

1. A cover letter, which states that the roster has been reviewed and data on the response is accurate, signed by the Executive Director.
2. The original roster with final corrections including updates that identify clients who do not belong to your agency.
3. Additional Names sheet that lists all clients not found on the roster.

Please note that you have until July 14, 2003 to enter data into ISIS for this reconciliation process.

Per Directive No. 03-33 dated March 14, 2003, **the City will not be accepting any new applications/enrollments dated before January 1, 2003.** If you feel that the City should accept such late data, your Executive Director must prepare a letter justifying the reason(s) why the information is late. The letter must be directed to Manuel Chavez, Planning/MIS Manager. The City will review these on a case-by-case basis.

Due to the State imposed reporting deadlines, it is imperative that your agency complies with the timelines provided in this directive. Failure to do so may preclude some of your data from being counted for performance calculations. It is therefore vitally important to ensure that a high priority is assigned to this reconciliation.

If you have any questions regarding this directive, please contact your assigned MIS Analyst.

RS:MC:VV:SL